

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0877

FLSA: Exempt

CLASSIFICATION TITLE: FIRE RESOURCE CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory work functions associated with coordinating resource management activities for the fire department, including overseeing budget development and supervision of the maintenance division.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; interviews candidates for employment; coordinates training activities.

Coordinates daily work activities; organizes and prioritizes workload; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures staff compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures staff adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with Fire Chief, Deputy Fire Chief, outside agencies, and other officials as needed to review department activities, resolve problems, and receive advice/direction.

Communicates with other departments, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Oversees development of fire department budgets; gathers data to submit to budget officer; monitors budget performance; reviews invoices and approves expenditures.

Conducts research and assists in planning future needs for the department.

Directs maintenance of records of contributions deposited into financial institutions.

Oversees collection reports and transport of moneys to city treasurer.

Directs purchasing and inventory control of department equipment and supplies; maintains inventory levels of departmental materials; initiates orders for new or replacement materials.

Prepares written specifications for equipment purchases.

Reviews invoices and approves for payment; approves initial expenditures.

Ensures proper disposal of medical hazardous wastes.

Directs activities of the logistics division; monitors inventory levels of fuel, equipment, supplies, and uniforms at fire stations; coordinates pickup, transport, and delivery of materials to stations.

Directs activities of the maintenance division; coordinates maintenance functions such as carpentry, plumbing, heating/air conditioning maintenance, or other repair/maintenance work; receives maintenance requests and dispatches workers; ensures completion of maintenance work.

Operates or utilizes various equipment, tools, and supplies, which may include a motor vehicle, various fire fighting equipment, various emergency medical equipment, self-contained breathing apparatus, air compressor, radio communications equipment, copier, calculator, and facsimile machine.

Supervises and performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, cleaning work areas, and removing/disposing of bio-hazard waste; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, inventory control, e-mail, or other software programs.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, logs, schedules, accident/injury reports, attendance records, performance appraisals, budget reports, purchase requests, or other documents.

Receives various forms, reports, correspondence, orders, logs, schedules, attendance records, job applications, time sheets, invoices, receipts, budget reports, purchase requests, maintenance records, maps, manuals, policies, procedures, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Prepares departmental files; maintains file system of departmental records.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Attends meetings; conducts staff meetings.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in fire fighting and emergency medical treatment programs; supplemented by six (6) years previous experience and/or training that includes fire administration, fire fighting, and basic emergency medical treatment in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid membership in National Fire Protection Association (NFPA). Must possess and maintain valid Mine Safety Appliance(MSA) Regulator Repair Personnel (Level 3) Certification. Must possess and maintain a valid Tennessee Driver's License with F endorsement.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, hazardous materials, violence, disease, pathogenic substances, fire, and smoke.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.